

<b>Title:</b>  <b>DIVISION PURCHASING</b>	<b>Number:</b>  <b>D65-06-02</b>	<b>Revision No.:</b>  <b>OD</b>	<b>Effective Date:</b>  <b>31 JAN 97</b>
	<b>Prepared By:</b> <b>Thomas J. Underwood</b>	<b>Approved By:</b> <b>Thomas S. Dodson</b>	<b>Page:</b> <b>1 OF 2</b>

31 January 1997

STANDARD OPERATING PROCEDURE D65-06-02

From: D65

To: D65 Division

Subj: DIVISION PURCHASING

Ref: (a) SOP D65-06-01 Division Supplier And Subcontractor Assessment

1. Purpose. To establish a process and provide instructions for purchasing.
2. Scope and Application. This procedure applies to purchase orders for materials, components, and products that are incorporated into the final products sold by the Division, and for associated services, such as design or delivery.
3. Policy. Division policy requires preparation and review of all procurement documents prior to purchasing products or services. This procedure assigns responsibilities for review of purchasing documents and use of the approved supplier and subcontractor list.
4. Procedure. This procedure discusses the NRaD Supplier and Subcontractor List and the preparation and review of purchasing data,
  - a. Supplier and Subcontractor List - A copy of the supplier/subcontractor list is available to all personnel preparing and authorizing the Command's purchasing documents (See SOP D65-06-01). Materials, components, parts, and other items that are incorporated into the Division's products along with design and delivery services may not be purchased from vendors that have had performance problems such as marginal or poor quality or failure to meet delivery dates.
  - b. Purchasing Data. - Purchasing documents are prepared by the Purchasing department. Before their release, these documents are reviewed and approved by the Purchasing Manager. Purchasing documents for complex or critical products that are designed and/or manufactured from drawings and specifications must also be reviewed and approved by the responsible Division engineering code and Quality Assurance (QA). Purchasing documents must clearly and completely describe the ordered products including the following, where applicable,
    - (1) Precise identification, including name, part number, type, class, style, grade, and other related requirements

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(2) Title and issue of relevant standards, specifications, drawings, process requirements, and other related technical data

(3) Requirements for inspection, testing or other verifications and other documented evidence of compliance

(4) Other applicable requirements in accordance with the Division quality system.

c. Review Record - Upon satisfactory review of the purchasing documents, the Purchasing Manager and, when applicable, the heads of the responsible Division engineering code and QA, will initial the documents to establish a record of their review and approval.

THOMAS S. DODSON